



U.S. Interagency Council on Homelessness

Request for Quote/Statement of Work for Embedding Lived Expertise in the Creation of a Federal Homelessness Research Agenda

I. Background

The U.S. Interagency Council on Homelessness (USICH) is the only federal agency with a sole mission focused on preventing and ending homelessness in America. [The council](#) consists of 19 federal agencies that help create and catalyze implementation of the federal strategic plan to prevent and end homelessness. USICH works across federal, state, and local governments, as well as the private sector, to help communities create partnerships, use resources in the most efficient and effective ways, and employ evidence-based best practices.

USICH's recently released federal strategic plan, [All In](#), represents a multi-year, interagency roadmap for a future when no one experiences the tragedy and indignity of homelessness—and everyone has a safe, stable, accessible, and affordable home. An important strategy in *All In* calls on the agency and council to “develop a federal homelessness research agenda in collaboration with federal agencies, academic researchers, people with lived experience, and innovative programs to conduct, compile, and disseminate research on best practices, the effectiveness of various interventions, and metrics to measure outcomes.”

This strategy reflects part of USICH's larger commitment to ensuring that people who have experienced or are experiencing homelessness and housing instability lead and participate in the development and implementation of policies and programs. Thus, USICH presents this statement of work to both build an inclusive federal homelessness research agenda and to co-create a meaningful mechanism to embed lived expertise in USICH's work and the implementation of *All In*.

II. Objective

The scope of this statement of work includes professional consulting services to support the engagement of people with lived experience in contributing to a federal homelessness research agenda. USICH seeks a firm or individual, hereby referred to as the “project lead,” to manage a project with a budget of \$10,000 to partner with researchers with lived and learned expertise for the remainder of Fiscal Year 2023, which ends on September 30.

The project lead should possess the ability to:

- Work well with others both inside and outside the agency in the interest of reaching common goals.
- Communicate effectively both verbally and in writing, share information and ideas with others, and employ strong active listening skills.
- Serve as an expert in homelessness-related policy, practice, and research; stay informed of current

and/or emerging issues and developments in this area; and use this knowledge to inform their work and the work of the agency.

- Leverage past experience in supporting the engagement of experts with lived experience in informing policy, practice, and/or research.
- Leverage past experience in managing subcontracts and personnel, supporting teams, and providing coaching.

USICH seeks to advance equal employment opportunity for all and values diversity in all forms, [defined](#) by the Biden-Harris administration as “the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, including underserved communities.”

III. Scope of Work

This project will incorporate the expertise of people with lived experience in the creation of a federal homelessness research agenda and identify lessons learned to inform the scaling up of USICH’s agency work to meaningfully engage people with lived expertise.

Role of the Project Lead

The project lead will serve as the liaison between USICH and two or more experts with both lived experience of homelessness and learned experience with policy and research, serving as a facilitator, coach, and contract manager.

Specifically, the project lead’s tasks will include, but not be limited to:

- Reading *All In* and other background materials to gain an understanding of USICH’s mission, strategies, challenges, achievements, and vision.
- Meeting with USICH staff to refine the goals of the project, identify and recruit experts with lived experience, and create the conditions for meaningful, equitable, and intentional engagement and co-creation.
- Identifying and recruiting experts with lived and learned experience to join the project.
- Issuing and managing subcontracts with the experts with lived experience.
- Providing coaching to support the success of experts with lived experience in the project, including through receiving and translating feedback and providing context for federal engagement.
- Facilitating the identification of lessons learned for how USICH can sustainably and responsibly scale the work of meaningfully engaging experts with lived experience.

Role of the Subcontracted Lived Experience Experts

As stated above, the project lead will lead the recruitment, onboarding, and support of two or more experts with lived and learned experience, whose tasks will include, but not be limited to:

- Co-creating agendas and participating in meetings with federal and non-federal partners.
- Analyzing public comments from a Request for Information, among other inputs, and translating feedback into research framing and questions.
- Co-developing all other research agenda components, including the framing and values pieces.
- Developing initial strategies for effective implementation of such research agenda.

- Identifying lessons learned for scaling an agency lived experience engagement model.

Deliverables

USICH expects the following deliverables as a result of the previously mentioned tasks:

- The effective recruitment, onboarding, retention, and support of two or more experts with lived and learned experience to create a federal homelessness research agenda.
- The creation of an internal memo summarizing recommendations for how to improve and scale the work of meaningfully engaging experts with lived experience.

IV. Timeline

Action	Timeframe
Project refinement and recruitment of lived experience experts	Mid-August
Orientation of lived experience experts	Late-August
Subject-matter level work	Late-August through Mid-September
Feedback and next steps	Late September

V. Evaluation Criteria

USICH will evaluate respondents and make a single award¹ based on the following criteria:

Price and Budget (40 points): Respondents will be expected to meet the aims of this scope of work within the budgetary confines. Respondents will be expected to provide details on hourly rates so that the reviewers can assess whether the respondent will be able to meet the deliverables based on the allowable award amounts.

Soundness of Approach (40 points): Respondents will be expected to identify a feasible approach to meet the aims of this scope of work, incorporating promising practices and lessons learned from the field.

Relevant Expertise and Performance (20 points): Respondents will be expected to demonstrate subject-matter expertise of homelessness, as well as learned experience of working directly with and supporting people in leveraging their lived experience to inform policy, practice, or research.

VI. Work Papers and Confidentiality

All work papers will be documented using Microsoft Office. All work performed under this award will be kept confidential and may not be released to outside parties without the express and written permission of USICH.

¹ USICH expects awarding an indefinite delivery and quantity contract featuring a mix of firm-fixed (project lead) and labor/hour (sub contracts) components.

All work papers prepared under this award are the property of USICH. All documents, data, information, and review results are the property of USICH. Upon completion of this contract, the contractor must surrender to USICH copies of all documents, data, information, reports, or work papers obtained or developed under this award.

VII. Duration of Work

USICH requires consultant services from August 2023 through the end of September 2023.

VIII. Application

USICH seeks to close this solicitation on **Monday, August 7**. Please email all submissions to: jerome.johnson@usich.gov.

For all questions, please fill out [this form](#) by **COB July 27**. USICH will answer all pre-submitted questions during an office hours call on Friday, July 28 at 12 p.m. ET. **Applicants must [register here for the office hours](#) to attend.**

IV. Key Personnel

Project Lead

Responsible for management and verification services for engagement and serves as contract contact for USICH

Alec Vandenberg

Program and Management Analyst

USICH

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USICH Director of Finance and Administration

Responsible for verification of receipt of services and payment

Sanya Cade

Director of Finance and Administration

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USICH

Responsible for authorization of contract

Jeff Olivet

Executive Director

USICH

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VI. Invoice and Payment

Payment Terms: The consultant will mail invoices to USICH on a monthly basis for actual services rendered and expenses incurred. USICH agrees to pay for such services and expenses on a monthly basis within 30 days of receipt of the invoice.